

# Upcoming Courses for... August 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2		4 Access 2013 Level 2 (MTS PC 155) - NH	5
8  Performance & Development SOLUTIONS <a href="http://learnatpds.iowa.gov/">http://learnatpds.iowa.gov/</a>	9 Crucial Conversations (MTS CC 101) Day 1  Leading Through Change (MTS LC 001)	10 Crucial Conversations (MTS CC 101) Day 2  Procurement Project Management (MTS PR 301)  Access 2013 Programming for VBA (MTS PD 128) 3 day course - New Horizons	11 	12  <b>★ NEW!</b>  Over 500 courses available 24/7 from your desk!
15	16	17 Dimensions of Leadership (MTS GI 230)	18 Enhancing Team Membership (MTS TM 001)  Investigating Employee Misconduct (MTS NC 118)	19  New Cohort January 2017  Certified Public Manager Program
22  New Horizons® Computer Learning Centers  Take advantage of State pricing on computer classes through New Horizons. <a href="#">Learn More</a>	23 Strategic Planning & Systems Thinking (MTS ST 001)  Diversity Training for Employees (MTS GI 450)	24 From Interview to Hire (MTS NC 301)	25 Dimensions of Behavior (MTS GI 312)	26 Listening - The Forgotten Skill (MTS GI 003)
29 Managing Your Time & Priorities (MTS GI 090)	30 Procurement Project Mgmt. (MTS PR 301)  State Government Foundations (MTS GF 001) ½ day am class  Role of Lead Worker (MTS LW 101) ½ day pm class	31	1	2
<b>Crucial Conversations®</b> course now available contact Darcy at: <a href="mailto:darcy.doty@iowa.gov">darcy.doty@iowa.gov</a>				